

**WORKFORCE ATTACHMENT
AND
ADVANCEMENT (WAA) PROGRAM

LOCAL PLAN GUIDELINES**

For Programs Operated July 1, 2002 – December 31, 2003

**Department of Workforce Development
Division of Workforce Solutions**

April 1, 2002

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INTRODUCTION

The Workforce Attachment and Advancement (WAA) program, which began in 2000, provides upward mobility paths for TANF-eligible low-income custodial and noncustodial parents. The WAA program can provide several types of services and agencies can tailor their WAA programs to meet the needs of their communities. The primary objective of the program is to promote upward mobility through training that prepares persons for higher-paying employment and by developing career paths that increase the earning capacity of entry-level workers. The priority services for WAA program resources are training, job retention, and employer services.

The Department of Workforce Development (DWD) allocates funds to Wisconsin Works (W-2) agencies and Workforce Development Boards (WDBs) on a bi-annual basis. The new contracts include \$7,842,200 for the contract period July 1, 2002 through December 31, 2003. To receive an allocation, each agency must submit a local plan which details how the funding will be used in their area. Both the state and local agencies now have two years of experience in administering this program. These local plan guidelines have been updated to reflect that experience and to provide a more effective tool for agency planning.

The WAA program resources should fund and expand innovative services and approaches, particularly retention, training and services to employers, to help low-income persons advance in the workforce. Agencies receiving WAA funds must seek extensive input from local stakeholders to tailor program services to meet locally defined needs. While local agency allocations are made in two funding tracks, services under the WAA program should be delivered in an integrated manner to customers, regardless of which agency funds the service.

Funding Transfers

As with the current WAA program, agencies will continue to have the option to transfer their WAA allocation to the other track WAA agency provider in their area (WDB to W-2 agency, or W-2 agency to WDB). The purpose of allowing transfers between tracks is to give local agencies flexibility with fiscal management of their WAA program. The fiscal agent role is only one aspect of the program. Agencies making transfers are also expected to continue to be involved in the management of the WAA program services provided with the funds allocated for their geographic area. Thus, agencies making transfers must be involved in determining how their transferred funds should be used.

To accomplish this, agencies involved in transfers (both making transfers and receiving funds) should develop a memorandum of understanding (MOU) or similar agreement to address the services that will be provided with the transferred funds. DWD has developed MOU guidelines listing recommended items to address (Attachment 4) and agencies may use their own local format. Agencies receiving transferred funds must submit an MOU, attached to their WAA plan, and it must be signed by both the transferring and receiving agencies.

Plan Submission

The plan guidelines contain a number of specific questions. Agencies should respond briefly to each question and the overall length of the plan should be limited to 25 pages or less. Additional information can be included as attachments to the plan. Plans can be updated over the course of the contract/grant period through a letter to the Area Administrator (W-2 agencies) or Local Program Liaison (WDBs).

Plans are to be submitted by the WDBs of Wisconsin's 11 Workforce Development Areas and all of the W-2 agencies. Plans may be submitted for review anytime after these planning guidelines are issued, but ***no later than Friday, May 10, 2002.***

WDBs and W-2 agencies have the option to send separate or coordinated plans:

Separate plan: An individual plan submitted by either the WDB or the W-2 agency that covers only the allocation provided to that agency. Though separate, the plan must still demonstrate evidence of coordination among partner agencies.

Coordinated plan: A single plan that combines either Track 1 or Track 2 services within a workforce development area (WDA). In short, any plan that is not a separate plan.

Agencies should reflect these plan options in Table A (page 15). The budget table (pages 17-18) must correspond with the agency allocation. If multiple allocations are included in a coordinated plan, attach a budget table for each.

If your WDB/W-2 agency submit a coordinated plan, let us know in advance before submitting your plan by contacting the Division of Workforce Solutions contact listed below. This will help us coordinate the plan review.

Please submit:

- An electronic copy via e-mail or computer disk in MS Word; the WAA planning guidelines can be found on the WAA web site – www.dwd.state.wi.us/waa
- Five (5) written copies of your plan. Copies should be stapled but not bound.

WDBs mail to:
Ray Natera, Grants Specialist
ray.natera@dwd.state.wi.us
DWD DWS, P.O. Box 7972
201 E. Washington Ave., Room 203
Madison, WI 53707-7972

W-2 agencies mail to:
Area Administrator for your region
(See Attachment 6 for AA/LPL Map)

Supplemental Plan for Additional Funding

The funding included in the attached allocation charts covers the 18-month contract/grant period from July 1, 2002 through December 31, 2003. Any additional funding for this 18-month contract/grant must be allocated through the biennial budget

process in 2003. The Department anticipates that an additional \$3.8 million *may be available* for use between July 1, 2003 and December 31, 2003. This estimate is based on the current funding allocation. Because the amount of additional funding for WAA is uncertain at this time, the Department will not require agencies to include plans for this funding in this planning document.

If additional funding becomes available, the Department will request that each agency submit a supplemental plan for how they will spend these additional funds. DWD will contact WAA agencies in spring 2003 regarding the supplemental plan elements, the submission process, and the related timelines.

Review of Local Plans

The WDBs and W-2 agencies must submit a complete and acceptable WAA plan based on these guidelines. DWS will provide the initial response to WDBs and W-2 agencies within 35 calendar days of receipt of your WAA local plan. Additional information may be required for final plan approval. **Authority to begin spending will require DWD approval of your WAA local plan and a signed and returned contract agreement.** The WAA grants will be effective July 1, 2002, through December 31, 2003.

Quarterly Reports

The Department will continue to require agencies to submit quarterly progress reports on the employer and group services provided through the WAA program, which are not tracked in the CARES system. DWS will continue to send instructions for the reports and an updated report format to agencies on a quarterly basis.

Questions or Other Inquiries

For additional information or assistance, W-2 agencies may contact their Area Administrator and WDBs may contact their Local Program Liaison. In addition, agencies may contact the central office contact:

Eduardo Saenz
(608) 266-1150
eduardo.saenz@dwd.state.wi.us

References

The following references may be helpful in completing your WAA Plan:

1. WAA Program Guide (October 2000, Revised December 2000) and List of Revised Policies (effective July 1, 2002)
2. Combined Allocations - Attached
3. WAA Track 1 Allocation Table - Attached
4. WAA Track 2 Allocation Table - Attached
5. Statutory Language - Attached
6. DWS/Bureau of Partner Services AA/LPL Map - Attached
7. WAA Website – www.dwd.state.wi.us/waa

I. COVER PAGE - WAA PLAN

Indicate which agency is submitting the plan, identify the WDA or W-2 area that pertains to your plan, and check the box that describes the plan submitted.

Identify the following: name, title, address, phone and e-mail address of the following persons involved in the WAA program in your agency: a) WAA program manager or coordinator (primary contact person for WAA); b) WAA fiscal staff contact person (primary fiscal contact); c) WAA CARES contact person (for staff access and training).

Agency Submitting Plan:

Workforce Development Area:

W-2 Geographic Area:

- ☐ **Separate W-2 Plan;**
 - ☐ **Separate WDB Plan;**
 - ☐ **Coordinated plan (list agencies involved)**
-
-

WAA Program Manager:

Address:

City/Zip:

Phone:

Email:

WAA Fiscal Contact:

Address:

City/Zip:

Phone:

Email:

WAA CARES Contact:

Address:

City/Zip:

Phone:

Email:

II. PROGRAM DESCRIPTION

1. Please provide an overview of your Workforce Attachment and Advancement (WAA) program. Include the following elements in your response: a brief description of your program, a description of the barriers faced by job seekers and employers in your area, and your proposed solutions to address those barriers.
2. If submitting a coordinated plan, explain the role of each agency involved in the plan.
3. Describe your agency's plan to contract out for WAA services, if applicable.
4. List the full-time and part-time positions that will be funded by WAA (include subcontracted positions).

III. LOCAL PLANNING PROCESS

1. Describe how you consulted the active job center partners to determine the needs of the community and coordinate WAA program services within the job center delivery system.
2. Describe how you worked with the other track WAA provider in your area to enhance local program coordination and to avoid duplication. Please note below the date the plan was submitted to the other track provider for review, and the person to whom you submitted the plan.

Date submitted: _____ *Person submitted to:* _____

3. Describe how you have sought and how you plan to seek on-going input on program implementation, employer issues and training needs from the following suggested organizations in your geographical area:
- Local Chambers of Commerce
 - W-2 Community Steering Committee/s
 - Tribal agencies/employers
 - Native American National Programs
 - Employer committees and/or employer training partnerships
 - Local Collaborative Planning Teams
 - Technical colleges
 - Organized labor
4. To effectively serve noncustodial parent (NCP) participants, how will you work with child support agencies? Describe previous or planned cross-training and/or other tools you use to establish a cooperative relationship with child support agencies to serve NCP participants.

The next 3 sections of the plan are divided according to participant service category – A) Individual Services, B) Employer Services, and C) Group Services. For sections that do not apply to your service strategy, list “N/A” for not applicable.

IV. OUTREACH/RECRUITMENT

A) Individual Services

1. Briefly identify outreach and recruitment strategies you will use for potential WAA participants. Include in your response special strategies to reach WAA target populations: NCPs and participants transitioning from W-2, Food Stamp Employment and Training (FSET), and other programs.

B) Employer Services

1. Describe your overall outreach strategy for your targeted employers, including how you will identify employers in target industries/occupations to serve and planned coordination with other Job Center partner agencies.

C) Group Services

Note: There may be some overlap with employer services, as some group services can be provided at employer worksites. Please note if that is the case in this section.

1. Describe how you will recruit WAA-eligible participants for group services. Describe where services will take place (i.e.- Job Center, employer site, etc.).
2. Describe any processes you will use to refer group service participants for WAA individual services, when appropriate.

V. PROJECTED NUMBERS AND SERVICES

A) Individual Services

1. The categories below list specific target populations among the low-income population – please add/modify these categories to reflect your target populations. For each group, indicate the projected number or numerical range of participants to be served. Also list any specific program services you will provide that targeted group.
 - a. Continuation of service to former W-2, FSET, and other program cases.
 - b. Noncustodial Parents (NCPs).

- c. Populations with specific barriers such as disabilities, language, and cultural differences.
 - d. General low income working population not served under other programs.
2. How will you engage participants in the program and assist them in completing their service plans?

B) Employer Services

1. Describe your agency's plan for services to employers. Include in your response any planned collaborations for providing services with other providers, technical colleges, etc. Describe any services that are targeted to specific industries or occupations within your service area.

C) Group Services

1. Describe your agency's plan to provide services to groups of WAA-eligible individuals.

VI. TRACKING/DOCUMENTATION

A) Individual Services

1. Describe your agency's system for determining WAA participant eligibility and verifying eligibility information, such as earned income and child support orders.

2. Describe your agency's system for entering case information, including initial enrollment and case management information (such as the employability plan), into CARES in a timely manner.
3. Describe the process for re-determining WAA eligibility every 12 months.

B) Employer Services

1. Describe your agency's system for tracking employer services, such as the use of employer service plans, contact tracking lists, use of the Employer Records System (ERS), etc.
2. Describe how you will ensure and document that all services benefit the TANF-eligible population. If applicable, describe the process you use for services with a) indirect benefit to the TANF-eligible population and b) direct benefit to the TANF-eligible population.

C) Group Services

1. Describe the eligibility and documentation procedures you will use to ensure you provide group services to only TANF-eligible participants.

VII. PERFORMANCE OUTCOMES

W-2 agencies and WDBs are measured on their WAA performance for individual services in four areas: employment placement for unemployed persons, job retention, increased earnings, and increased child support collections for NCP participants.

The WAA performance standards are defined as follows (for additional detail on how standards are tracked, please refer to BWP Operations Memo 01-11):

- I. **Employment Placement for Unemployed Persons:** the percent of completed WAA episodes where the participant entered as unemployed and exited the program employed.
- II. **Job Retention:** the percent of completed WAA episodes where the participant entered as employed and was still employed at program exit.
- III. **Increased Earnings:** this measure is split into two categories. a) For those participants unemployed at program entry, the average monthly earned income if they leave the program employed. b) For those employed at entry, compare the average monthly earned income at entry to the average earned income at program exit.
- IV. **Increased child support collections for noncustodial parent participants:** matches child support collections information from the KIDS system to noncustodial WAA participants who entered and left the program.

Benchmarks

To help ensure continuous improvement within the WAA program, DWD has established benchmarks for three of the four performance standards for this contract period. The fourth standard, the increased child support collections, is measured and reported apart from the other three measures, therefore DWD will not set benchmarks for it at this time. The benchmarks, based on agencies' performance through January 2002, are for information purposes and *are not tied to receipt of funding*. The benchmarks provide a tool to assist DWD and WAA agencies in monitoring program effectiveness and identifying areas for improvement. WAA agencies may choose to use these performance benchmarks for subcontractors as well.

For the performance standard on increased earnings, DWD will set benchmarks only for the participants who leave the program employed. The data on the earnings change for participants who leave unemployed do not provide useful information regarding earnings increases. This standard will have two benchmarks: one for participants who enter employed and leave employed, and one for participants who enter unemployed and leave employed.

The performance standards are measured on a contract-to-date (CTD) basis, and the data warehouse provides monthly updates for the CTD standards. This allows DWD to

monitor agencies' performance relevant to the benchmarks as needed, for example, when DWD staff monitor a local agency.

DWD will assess whether agencies that provide services to individuals have met the benchmarks for these standards. The benchmarks will function as follows. At a minimum, agencies must meet the lesser of the following:

- 1) The state benchmark for a standard, which is based on a statewide average for all agencies' performance, or
- 2) The local workforce development area (WDA) benchmark for the WDA that covers the agency's geographical area. The WDA standards are based on the average performance of all agencies in that WDA, with 5% added for continuous improvement.

Both the statewide benchmarks and the WDA benchmarks are listed in the table below.

	EMPLOYMENT PLACEMENT BENCHMARK	JOB RETENTION BENCHMARK	EARNINGS BENCHMARKS (MONTHLY)	
			Enter <i>employed</i> and exit employed	Enter <i>unemployed</i> and exit employed
STATEWIDE BENCHMARKS				
	50%	80%	\$142.69	\$1328.47
WORKFORCE DEVELOPMENT AREA (WDA) BENCHMARKS				
Southeast	28%	73%	\$64.82	\$1,351.95
Milwaukee County	37%	86%	\$104.55	\$1,291.44
WOW	60%	90%	\$211.19	\$1,502.69
Fox Valley	57%	86%	\$568.73	\$1,304.82
Bay Area	49%	85%	\$154.97	\$1,407.72
North Central	47%	80%	\$42.18	\$1,203.83
Northwest	73%	83%	\$229.37	\$1,346.66
West Central	68%	84%	\$336.34	\$1,437.68
Western	41%	88%	\$148.34	\$1171.52
South Central	56%	79%	\$106.95	\$1,517.30
Southwest	63%	90%	\$238.42	\$1,393.96

1. For each of these standards, identify whether you will target the state or your local benchmark, and describe the strategies that will be used to meet that benchmark:

- a. Employment placement

- b. Job retention rates for all persons served
 - c. Increased earnings for all persons served
 - d. Increased child support collections for NCPs (though there is no benchmark, please describe strategies you will use to increase performance in this area).
2. Describe the strategies you will use to ensure case managers have accurate and complete information about participants' employment and earnings prior to exiting them from the program (for example, explain how will you attempt to minimize negative outcomes due to the inability to obtain information on participants when they exit the program).
3. Describe any other outcomes your agency will use to measure performance for services to individuals, apart from these 4 performance standards.

Employer Services and Group Services

Though there are no specific outcomes defined for services to employers and groups, DWD expects that agencies consider outcomes for these services in their program design.

1. Describe the anticipated outcomes for services to employers and also for services to groups.

VII. SCOPE OF WORK – WAA SERVICES AND SERVICE PROVIDERS

Please complete the checklist to indicate the types of WAA services to be provided. Indicate the services and the agency/subcontractor providing these services. For further description of the allowable services, please refer to the WAA Program Guide, Section 7.

Table A – WAA Services and Service Providers

- **Column (a)** list the W-2 geographical area(s) and/or the WDA #; for WDBs, if services will vary across counties in your WDA, please list each county separately.
- **Columns (b) – (f)** indicate which agency or organization will be providing the WAA services included in this plan. If services are not provided in a W-2 geographical area/WDA, then specify by indicating “N/A.” For coordinated plans, list all service providers in columns (b) – (f). If there will be more than one service provider, then list multiple agencies in the box. If a subcontractor will be providing a WAA service, identify the subcontractor, if possible.

Geographical Area (list individual county or counties within the WDA) (a)	Training for Worker Advancement (b)	Services for Job Retention (c)	Job Readiness/ Placement (d)	Basic Job Skills Development (e)	Services to Employers (f)

IX. PROGRAM QUALITY ASSURANCE

1. Describe how you will oversee the quality of your WAA program which, at a minimum, includes:
 - Frequency and intent of subcontractor monitoring
 - Methods of performance, fiscal and compliance monitoring
 - Accuracy and timeliness of eligibility determination and CARES data entries

2. Describe how your agency will involve the WDB Board or W-2 agency oversight body (CBO board of directors, tribal governing committee, county board, etc.) in the monitoring/oversight process.

X. TECHNICAL ASSISTANCE

1. Describe any technical assistance you will need from DWD for program implementation, including training needs, CARES needs, etc. List a contact person for DWD follow-up.

BUDGET - WAA PLAN

WAA Agency _____

Local agencies have the option to exchange funds between tracks. WAA expenditures will be tracked separately from other DWS programs. Specify if any transfers will be made and complete the budget sections that apply to your agency.

WAA grant recipients may do subcontracts in lieu of transfers. Program administration is limited to 15% of expenditures. If multiple agency allocations are included in a coordinated plan, attach a separate budget table for each allocation. For the estimated number of employers served (Part II and Part III), please use the directions for counting employer services from the WAA Quarterly Report instructions: do not count employers to whom you will only send a mailing.

- **All agencies:** Only complete Part I if you are modifying your allocation.
- **W-2 agencies:** Complete Part II based on the final allocation your agency will receive after any transfers.
- **WDBs:** Complete Part III based on the final allocation your agency will receive after any transfers.

PART I – All agencies

Allocation Transfers	Agency Involved	Amount
Allocation from DWD		
Transfers received (list each agency)		+
Transfers made (list each agency)		-
Final Allocation Amount		

PART II – W-2 Agencies

Cost Category	Estimated number of people served in each category	Budget Amount \$\$
Administration (15% or less)		
Training for Worker Advancement		
Services for Job Retention		
Job Readiness/Placement		
Basic Job Skills Development		
Services to Employers		
Support Services		
Total Grant Dollars		

PART III – Workforce Development Boards (WDBs)¹

Activity/ Category	Estimated # of people served in each category	ADMINISTRATION 6j	EDUCATION 6a2	OTHER WORK PROGRAMS 6a3	TRANSPORTATIO N SUPPORT SERVICE 6c2	TOTAL \$\$
Administration (15% or less)						
Training for Worker Advancement						
Services for Job Retention						
Job Readiness/ Placement						
Basic Job Skills Development						
Services to Employers						
Support Services						
Total Grant Dollars						

¹ For instructions on completing this Track 2 table and submitting financial reports, please see the WAA web site: www.dwd.state.wi.us/waa.

**Signature Page
WAA Plan**

Workforce Attachment and Advancement Grant Recipient

For WDB Plans:

Name_____Date_____

Signature

Title of WDB Director_____

Name_____Date_____

Signature

Title of WDB Chair_____

=====

For W-2 Plans:

Name_____Date_____

Signature

Agency_____Geographic Area_____

=====

Other Signatures for Coordinated Plans:

Name_____Date_____

Signature

Title_____

Agency_____Geographic Area_____

****** Add More as Needed ******

ATTACHMENTS

Attachment 1

WAA ALLOCATION – COMBINED *For the period July 1, 2002 through December 31, 2003*

	WDA	Track 1	Track 2	Total
1	Southeast	296,458	321,885	618,343
2	Milwaukee Co.	1,614,979	1,031,414	2,646,393
3	W-O-W	163,781	197,742	361,523
4	Fox Valley	254,341	329,399	583,740
5	Bay Area	297,481	378,839	676,320
6	North Central	211,512	264,984	476,496
7	Northwest	198,745	250,232	448,977
8	West Central	231,754	269,655	501,409
9	Western	173,251	227,084	400,335
10	South Central	352,927	395,317	748,244
11	Southwest	125,871	254,549	380,420
	State Totals	\$3,921,100	\$3,921,100	\$7,842,200

- Track 1 shows the combined allocations to W-2 agencies within the WDA. Each agency will receive an individual Track 1 allocation.
- Track 2 shows the allocations to Workforce Development Boards.

Attachment 2

WAA TRACK 1 ALLOCATIONS For the period July 1, 2002 through December 31, 2003

County/Region	Allocation	County/Region	Allocation
Adams	16,871	YW Works - Milw 1	210,714
Ashland	21,198	UMOS - Milw 2	220,385
Barron	28,833	OIC-GM - Milw 3	278,410
Bayfield	14,666	YW Works - Milw 4	262,801
Brown	85,586	UMOS - Milw 5	350,602
Buffalo	14,496	Maximus - Milw 6	292,067
Burnett	13,733	Oconto	22,216
Calumet	18,059	Oneida Tribe	17,041
Chippewa	30,529	Outagamie	56,064
Clark	17,126	Ozaukee	22,895
Columbia	23,658	Pepin	12,290
Crawford	16,193	Pierce	18,738
Dane	218,688	Polk	24,506
Dodge	40,285	Portage	33,753
Door	20,604	Price	19,416
Douglas	40,285	Racine	127,663
Dunn	23,149	Rock	78,545
Eau Claire	55,555	Rusk	17,296
Florence	11,697	Sauk	27,900
Fond du Lac	61,239	Sawyer	27,645
Forest Co	42,152	Shawano Co	23,488
Grant	47,326	Sheboygan	35,535
Green Lake	15,684	St. Croix	21,028
Iron Co	12,630	Taylor	15,005
Jefferson	26,373	Trempealeau	21,452
Juneau Co	43,339	Vernon	17,635
Kenosha	135,890	Walworth Co	32,905
Kewaunee Co	13,902	Washburn	16,871
La Crosse Co	60,136	Washington	36,128
Lincoln	20,265	Waukesha Co	104,758
Manitowoc	25,864	Waupaca	24,591
Marathon	56,319	Waushara	18,144
Marinette	25,355	Winnebago	60,560
Marquette	16,023	Wood	42,152
Menominee	16,193		
Total Track 1		\$3,921,100	

Attachment 3

WAA TRACK 2 ALLOCATIONS *For the period July 1, 2002 through December 31, 2003*

Track 2 Allocation = 200% Poverty, Labor Force, ASU equally weighted

Factors:

200% Poverty Number of persons under 200% poverty, 1990
 census data

Labor Force Current labor force participants, 2000 data

ASU Adjusted substantial unemployment, updated 2000
 data

	WDA	200% Poverty	Labor Force	ASU	Share	Allocation
1	Southeast	7.03%	7.65%	9.95%	8.21%	321,885
2	Milwaukee Co.	22.59%	16.16%	40.16%	26.30%	1,031,414
3	W-O-W	3.94%	11.18%	0.00%	5.04%	197,742
4	Fox Valley	8.84%	11.07%	5.29%	8.40%	329,399
5	Bay Area	10.98%	11.22%	6.78%	9.66%	378,839
6	North Central	8.47%	7.42%	4.38%	6.76%	264,984
7	Northwest	5.21%	3.07%	10.86%	6.38%	250,231
8	West Central	9.08%	7.61%	3.93%	6.88%	269,655
9	Western	6.69%	5.08%	5.60%	5.79%	227,084
10	South Central	11.05%	14.39%	4.81%	10.08%	395,317
11	Southwest	6.12%	5.13%	8.23%	6.49%	254,549
	Total Track 2	100.00%	100.00%	100.00%	100.00%	\$3,921,100.00

Attachment 4

LOCAL AGENCY MOU GUIDELINES FOR THE WAA PROGRAM

Agencies making transfers of funds between funding tracks for the WAA program should have an MOU or similar agreement between the agencies involved which specifies the services that will be provided with the transferred funds and how agencies making transfers will remain involved in the management of the WAA program. The purpose of allowing transfers between funding tracks is to give local agencies flexibility with fiscal management of their WAA program grants. Agencies making transfers are expected to continue to be involved in management of WAA program services for their area.

Possible elements to address in the MOU (not required):

- Define the role of agency making the transfer in ongoing management of the WAA program.
Examples: Setting local WAA program policies, selection of service providers, etc.
- Priority of target group participants for service with the transferred funds and/or the type/scope of WAA services to be provided with the transferred funds.
- Program outreach and referral of persons to the WAA service provider.
- Cooperation with WAA eligibility determination and employability plan development and exchange of WAA participant information between agencies.
- Continuity of case management for WAA program participants who previously received services (W-2, FSET, WIA, etc.) from the agency making the transfer.
- Role of agency making the transfer in ongoing oversight of the WAA program.
Example: Reviewing WAA program activity, CARES reports, quarterly reports and performance standard reports for the area.
- Reporting, if any, the agency receiving funds should do for the transferring agency.
Examples: Participant counts, types of services, program expenditures, etc.

Note: While amounts transferred from one funding track to another do not have to be separately accounted for in fiscal reports to the state, it is recommended that at the local level agencies making transfers ask the receiving agencies to provide some expenditure information about the transferred funds. That way, agencies making transfers can monitor how the transferred funds are spent in accordance with the MOU agreement.

The MOU should be signed by persons who would have authority to sign the WAA program plan for their agency.

Attachment 5

Language from 1999-2001 Budget Bill, 1999 Wis. Act 9. Updated in 2001-2003 Budget Bill, 2001 Wis. Act 16.

49.173 Workforce attachment and advancement program. (1) The department shall distribute funds to Wisconsin works agencies and to local workforce development boards established under 29 USC 2832 to provide all of the following to any person who is eligible for the federal temporary assistance to needy families program under 42 USC 601 et. seq.:

- (a) Job readiness training and job placement services to unemployed persons.
- (b) Basic job skills development to unemployed or recently employed persons.
- (c) Services to assist recently employed persons with job retention.
- (d) Incumbent worker training to promote job advancement and increased earnings.
- (e) Services to employers to assist them in retaining workers and providing workers with position advancement.

(2) (a) The department shall allocate a portion of the amount to be distributed under sub. (1) and shall distribute that portion in equal amounts among all of the Wisconsin works agencies.

(b) The department shall distribute the amount that remains after the distribution under par. (a) to each Wisconsin works agency and local workforce development board based on the criteria specified in sub. (3).

(3) (a) The department shall allocate and distribute funds under sub. (2) (b) to Wisconsin works agencies based on the number of persons in all of the following case categories served by that Wisconsin works agency:

1. Case management.
2. Food stamp employment and training.
3. Diversion, as defined by the department.
4. Noncustodial parents.
5. Child care.

(b) The department shall allocate and distribute to each local workforce development board funds under sub. (2) (b) based on a formula that takes into account all of the following:

1. The percentage of the population of the area served by the local board with an income at or below 200% of the poverty line.
2. Labor force participation.
3. The unemployment rate of the area served by the local board.

(4) The department shall require recipients of the funds distributed under this section to meet performance standards that are based on employment placement for unemployed persons, job retention rates of the persons served by the fund recipients, increased earnings of the persons served by the fund recipients, and increased child support collections for noncustodial parents served by the fund recipients.

49.175 (1) (u) Workforce attachment and advancement program. For services specified under s. 49.173, \$9,641,000 in fiscal year 2001-02 and \$7,842,200 in fiscal year 2002-03.

Note: Workforce attachment allocation is one of several allocations under s.49.175.

DWS / BPS programmatic boundaries

